FRS 2.1 User Guide

Chapter 3

LOGIN AND NAVIGATE

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1. INTRODUCTION

This chapter explains the procedures you need to login and navigate the FRS 2.1 system. These procedures walk you through the login process as well as discuss some general navigation tips to assist you when you move about MTCS.

2. FRS 2.1 LOGIN

To open FRS 2.1, double click on the FRS icon **FRS** .   This takes you to the Login Screen. Complete these steps on the **Login- Family Reporting Software(FRS)** window:

1) **Enter User Password**: **HUDFRS.** You cannot change the FRS 2.1 password cannot be changed.

2) Click , and the **Main** menu appears.   The FRS 2.1 desktop window appears.

3. GENERAL NAVIGATION TIPS

- Every time you open a new area, your cursor is on the first active field.

- Press <TAB> to move between fields on the page. If you press <TAB> while on the last field, the cursor automatically moves back to the first active field at the top of the page.

- Refer to the FRS 2.1 Online Help to find how FRS 2.1 populates an inactive field.

- FRS 2.1 automatically saves information you enter every time you move to another page or information area.